

**Please read the following instructions carefully
before filling the application**

A. Dates of Conducting the Examination

24th, 30th and 31st December 2017

B. Medium of answering the examination

Examination will be conducted in English Medium and you are required to answer in English Medium.

C. Acceptance of the Application

Date of calling applications	10 th August 2017
Application Closing Date	29 th September 2017
Late Application Closing Date	6 th October 2017
Penalty Payment	50% of the Examination Fee + Normal Examination Fee

Penalty should be paid for the applications received from 30th September 2017 to 06th October 2017.

Applications should be addressed to the “Director – Examinations” and sent either by Registered Post or dropped in to the box kept especially for this purpose, at the Security Point of the Institute.

D. Please use the following instructions to fill the attached Examination Application

- Please use a blue colour pen to fill the information
- Please write the information in clear letters
- Please note that, after submitting the examination application, you are not permitted to change any subject/s or centre.

E. Examination fees payment details

Please indicate the date, bank/branch, income code and the amount clearly in the given cages on top of the application.

Examination Fee Structure

Examination	Examination Fee per subject			Payment Code
	Sri Lanka	Qatar	Maldives	
Business Level	Rs. 3200.00	Rs. 17000.00	Rs. 13000.00	Ex 02
Corporate Level	Rs. 4700.00	Rs.20000.00	Rs. 15000.00	EX 03

Examination Fee Payment Code

Bank Details : Any branch of Bank of Ceylon

Account No : **2 3 2 3 1 4 2** (CA Sri Lanka collection account at the Torrington Square branch)

Note : Payment code relevant to your examination should be clearly indicated in your deposit slip. The CA Sri Lanka copy should be attached together with your application.

Examination	Payment Code
Business Level	EX 02
Corporate Level	EX 03
Business Level & Corporate Level	EX 03

F. Eligibility criteria to sit Business Level Examination based on SE1 requirement

Students who have completed the SE-1 examination or the students who are following the SE1 course are eligible to apply for the Business Level examination in December 2017. However it is mandatory for the students following SE1 course at present to sit the forthcoming SE1 examination on 25th November, 2017

G. Instructions to fill the application

1. Write your name clearly in block capital letters.
2. Please note that contact details given here are used in processing the applications only. You have to inform the Registration Division of any changes of your contact details.
3. Write your national identity card no. and the date of issue.
4. Write your Registration No clearly.

Renewal : All candidates should have renewed their student registration for 2017.

5. As per the eligibility criterion given below, please fill the relevant cages and put a tick in the cage.

(5.1 – 5.5)

- **Exemptions** : Those who apply the examination on exemptions on account of other professional qualifications are advised to obtain confirmation of their exemptions from the Registration Division before applying the examination. (For further information please contact Registration Division 0112352000 Ext: 1100, 1101, 1102)
- Students passed the **Certificate Level II examination**, the former Intermediate examination or the Professional I examination are eligible to apply Business Level examinations. They are exempted from Executive Level and KB 4 of Business Level. Those who are exempted from the Certificate Level II Examination under any other qualification are also eligible to apply the Business Level Examination.
- Students passed the former **Final I examination** are required to pass KB 5 to complete the Business Level and KC2, KC3, KC4 and KC5 to complete Corporate Level. Students **referred in Final I examination** are required to pass the corresponding subject too, in addition to the subjects mentioned above. These students should sit for the KB1 paper of the Business Level if they wish to obtain the Senior Business Accountant certificate.
- Students who have passed the former **Professional II** examination are required to pass KB2, KB5 to complete Business Level and KC2, KC4 and KC5 to complete Corporate Level.

Students are permitted to apply for single subject/s at a time, and the subject/s that passed will be carried forward. This rule is applicable to the students who have obtained exemptions on account of CIMA or ACCA as well.

They should sit and pass all the subjects in Business Level and Corporate Level other than the exempted under any approved reason. Students who have obtained **Permanent Credits** for some subject/s of Final I or II will be treated as having passed the corresponding subject/s in Business and Corporate Levels according to the mapping under 2010 syllabus (Strategic Level I or II). (Those students should have obtained two permanent credits at a time before 2014 and single permanent credit from 2005). **They should sit and pass all the subjects in Business Level and Corporate Level** other than the exempted under any approved reason.

If students have passed four subjects in Strategic Level I (or if there are students remaining with two subjects including Strategic Management Process) under previous syllabus are eligible to sit Corporate Level together with the Business level. However it is mandatory to apply Corporate level subjects together with all the Business level subjects which they have to sit and pass. However pillar concept rule is applicable always. All the other students should complete the Business level first. They are not permitted to apply Corporate level together with the Business level until they complete the Business level.

6. Please clearly tick the subject/s applied for the current sitting.

7. Please tick on the relevant cage.

7.1 Study pack

You are strictly advised to make the relevant payment and collect the study pack if you are a first attempter. Candidates coming through CIMA/ACCA reciprocal schemes are also required to make payment and collect the relevant study packs. **(Examination applications of students who do not comply with this requirement will be rejected). If you have already purchased the study pack for a particular subject under old syllabus, it is not necessary to purchase the study pack for the corresponding subject under new syllabus (2015- 2020). But we would like to advise you to study new study tests to get ready for the examinations held under new syllabus (2015 -2020).**

Submit the deposit slip to study pack sales centre before collecting the study pack.

Contact details for further information: Study packs Sales Centre (011 2352000 Ext.: 1051) or Education Division (011 2352000 Ext.: 1427).

7.2 Compulsory IT Training : Students should complete the SE2 (Executive Level IT course) and SB2 (Business Level IT course) before applying the Business Level examination and Corporate Level Examination respectively. CIMA & ACCA members are exempted from those courses.

Those who have completed CAB II level, Strategic level I and Strategic level II IT courses are exempted from Executive Level, Business Level and Corporate Level IT courses respectively. Please call to IT Training division for Compulsory IT Training Course information (0112352013).

SE2 & SB2 – exempted for CIMA and ACCA passed finalists and members

SC2 – exempted for CIMA and ACCA members

8. Please fill all the information clearly and obtain the attestation of the Supervising Member

Practical Training

Students who are applying for Corporate Level examination at their 1st attempt have to complete the following training requirements.

- Successful completion of Certificate/ Executive level training
- Successful completion of 220 working days of strategic/ Business level training after completing Licenciate/ Intermediate/ CAB II/ Executive Level examination.
- Candidates applying the Corporate level at their first attempt should get their examination applications certified by the Manager Training at CA Sri Lanka to satisfy the practical training requirement.

Candidates should produce the following documents to obtain the above certification.

- First year training record book of Final / Strategic / Business level training record books for 220 training days.
- Intermediate / CAB/ CBA certificate or training record of that level to check the eligibility for the certificate.

Members of CIMA- UK/ACCA-UK & Fulltime Academics

- *Members of CIMA/ACCA & full time lecturers lecturing in Accounting or/and Finance subjects in approved Universities of Sri Lanka are allowed to sit Corporate level examination without completing the training requirement.*

Candidates should provide the following documents to obtain the training manager certification.

- Member of CIMA/ACCA should provide membership certification
 - Fulltime lecturer should provide a confirmation letter from the University
9. Please fill the relevant areas clearly and obtain the signature of the Manager Training. (For necessary information- 0112352000 ext. 1433/ 1436)
 10. Employment details should be filled by the student clearly. Name of the Institution, Post held, and the period of working.
 11. Please check the information given above from no 1 to 10 whether you have filled clearly and place your signature and the date.
 12. You should sign in front of the Attester. His/her information should be mentioned clearly. His / her signature and the official frank are essential. (List of attesters:-By a Justice of the peace / Supervising Member / Employer / School Principal / University Lecturer / Staff Officer in government service or private sector / a Member of a recognised profession, e.g. Accountancy, Medicine, Law, Engineering)

Other Important Instructions:

- **Examination fees paid by candidates will not be refunded or carried forward by the Institute. Therefore Medical Certificates are not accepted by the Examination Division under any circumstances.**
- Please do not attach the bank deposit slip of study packs with the exam application forms.
- Please send self-addressed stamped acknowledgement post card together with the application
- It is compulsory to update your contact details and the correspondence address in the student's profile given in the Institute's web site as the admission card and the result sheet will be posted to that given address.
- Director Examinations reserves the right to reject your application if it is incomplete, incorrectly filled or you have not adhered for the requirements mentioned under no 6, 7, 8, 9, 10, 11 and 12 of the application.

SPECIAL NOTICE

Business & Corporate Level Examinations – December 2017 To All Business & Corporate Levels Candidates (1st Attempt)

Please draw your earnest attention on the following examination eligibility criteria which you have to complete before submitting your application for the above examination. Furthermore you are requested to ensure **that your student profile is updated in our system in order to process your application smoothly.**

Examination Eligibility Criteria	Contact No.	Closing date
Purchase the relevant Study Pack (students must pay and collect the study pack)	011-2352000 – Study Pack Sales Centre Ext:1051, 1427	Before submitting the application
Obtain exemptions (if eligible)	011-2352000 Reg. Div: 1101	
Renewal of Student Registration for 2017	011-2352000 Reg. Div: 1101	Please refer the instructions
<i>Applicable for Corporate Level 1st attempt students only</i> <ul style="list-style-type: none"> • Complete the Practical Training requirement and obtain certification from Manager Training 	011-2352000 Ext: 1433/ 1436	
IT Training course 011-2352013	SE2 – Should be completed to be eligible to apply for Business Level Examination	
	SB2 - Should be completed to be eligible to apply for Corporate Level Examination	
Communication and People Skills Tel. 011-2352000, Ext: 1301, 1302	SE1 – Should be completed to be eligible to apply for Business Level Examination	
	SB1 – Should be completed to be eligible to apply for Corporate Level Examination – KC5 Corporate Strategy and Contemporary Issues.	

Application For Business & Corporate Level Examinations

Business / Corporate Level Examination20....

For Office Use Only	R	TR	SE1	SE2	SB1	SB2	SP	ATT
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For office use only
Index No

Exam Fees Payment Details				
Date	Bank/Branch	Income Code	Amount	Amount Carried forward
			Rs.	Rs.

1. NAME WITH INITIALS : Mr./Ms. :

FULLNAME:
(In block letters)

2. i PERMANENT ADDRESS :
 ii CONTACT TELEPHONE NUMBER :
 iii E-MAIL ADDRESS :

3. NATIONAL IDENTITY CARD : i. No. : ii. Date of Issue :

4. CA Sri Lanka IDNO : Note : Candidates should have renewed their student registration for the current year

5. ELIGIBILITY : Please state your eligibility to sit the examination now applied for : (Please tick relevant cage)

- 5.1 Pass Unit I/ Professional I/ Professional II/ Intermediate/ CAB II/ Final I/ Strategic Level I Examination of the CASL held in
- 5.2 Obtained exemptions on account of qualification
- 5.3 Passed.....subjects of the Strategic Level I / II Examination
- 5.4 Obtained permanent credits for subject/s at the Final I/II examination held in
- 5.5 Was referred in at the Final I/II Examination held in

6. SUBJECTS NOW APPLIED FOR : (Please choose the correct subject which you applied and tick in the box carefully)

Business Level Examination

- KB1 Business Financial Reporting (BFR)
 KB2 Business Management Accounting (BMA)
 KB3 Business Taxation and Law (BTL)
 KB4 Business Assurance, Ethics and Audit (BAEA)
 KB5 Business Value Creation (BVC)

Tick (√)	Name of the tuition provider
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Corporate Level Examination

- KC1 Corporate Financial Reporting (CFR)
 KC2 Corporate Financial and Risk Management (CFRM)
 KC3 Corporate Taxation (CT)
 KC 4 Corporate Governance, Assurance and Ethics (CGAE)

Tick (√)	Name of the tuition provider
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

*Did you indicate the subject/s which you wish to sit the examination correctly?

Are you sitting this examination in Qatar Maldives

7. OTHER MANDATORY REQUIREMENTS

- 7.1 Purchased the relevant study packs 7.2 Completed IT Training Course (SE2/SB2)
 7.3 Completed English Course (SE1)

8. RECORD OF TRAINING (Only for Corporate Level 1st attempt applicants)

Strategic/ Business Level Agreement No.	Name of the Supervising Member	Training Organization	Period of Training	
			From	To

I certify that Mr/Ms has completed / is undergoing, 220 training days of Business Level training as shown above, after being eligible for the Licentiate/Intermediate Certificate/ Certificate in Accounting and Business (CAB) / Certified Business Accountant (CBA)

- 8.1 Licentiate / Intermediate / CAB / CBA: Certificate approved/ eligible date :
 Date completed the Certificate / Executive Level examination:month..... year
 Date completed the Practical Training: month..... year

Date :
 Signature of the supervising member

9. CERTIFICATION BY MANAGER TRAINING OF CA SRILANKA (Only for corporate level 1st attempt applicants).

I certify that the candidate is eligible to sit for Corporate Level Examination.

Date :
 Manager Training
 (CA Sri Lanka)

10. EMPLOYMENT :

<u>Name of Institution</u>	<u>Post Held</u>	<u>From</u>	<u>To</u>
.....
.....

11. DECLARATION BY CANDIDATE:

I certify that the particulars furnished by me in this application are correct. I undertake to abide by the decisions of the council in regard to this examination. I am liable to be penalized for any false declaration made by me in this application. I hereby declare that I have fulfilled all the requirements to sit for this examination.

A copy of cash deposit slip as proof of payment of the prescribed fee is attached herewith.

Date :
 Signature of Candidate

12. ATTESTATION : (By a Justice of the peace / Supervising Member / Employer / School Principal / University Lecturer / Staff Officer in government service or private sector / a Member of a recognised profession, e.g. Accountancy, Medicine, Law, Engineering)

- I certify that :
 (a) the above candidate Mr./Ms..... is known to me personally.
 (b) the candidate placed his/her signature in my presence.

Name of the Attester : Mr. / Ms
 Designation / Status :
 Address :
 Tel No. :
 Attested at : On 20.....

Official Frank
 Signature

NOTE: INFORMATION GIVEN IN YOUR APPLICATION FORM WILL NOT BE CHANGED UNDER ANY CIRCUMSTANCES